

# MIDD-WEST SCHOOL DISTRICT

## Entry Plan

**Daphne D. Snook**

July - August, 2009

- ❖ Schedule time to review notes left by Mrs. Hallinan
- ❖ Meet frequently with superintendent to discuss district needs and priorities.
- ❖ Schedule meetings with principals to discuss building/grade level needs and priorities.
- ❖ Schedule meeting with network administrators to discuss needs and priorities.
- ❖ Schedule meeting with technology integration coach to discuss needs and priorities
- ❖ Fill temporary position of substitute technology integration coach.
- ❖ Schedule meeting with business manager to discuss budget
- ❖ Review 2009 PSSA scores, create charts, and present findings to the school board
- ❖ Create administrative goals for 2009-2010; goals will reflect priorities identified through meetings, data analysis, and needs survey.
- ❖ Learn the names of District employees and board members by studying 2008-2009 school yearbooks
- ❖ Complete home school portfolios; send out approval letters & organized 2009-2010 files
- ❖ Plan and coordinate district New Teacher Orientation day
- ❖ Plan and coordinate district Professional Development days for August 19<sup>th</sup> and 20<sup>th</sup>, as well as throughout the remainder of the school year.
- ❖ Attend interviews for positions still that remain open for beginning of the year
- ❖ Write letter to the faculty
- ❖ Create needs assessment survey for faculty regarding professional development and technology
- ❖ Meet with curriculum council to discuss needs and priorities